

Kean University

Kean Digital Learning Commons

Evidence Inventory

2020

Human Resources Forms and Policies: Academic Specialist Employment, Student Employment, etc.

Kean University

Follow this and additional works at: https://digitalcommons.kean.edu/evidence_inventory

Recommended Citation

Kean University, "Human Resources Forms and Policies: Academic Specialist Employment, Student Employment, etc." (2020). *Evidence Inventory*. 2.
https://digitalcommons.kean.edu/evidence_inventory/2

This Policies and Procedures is brought to you for free and open access by Kean Digital Learning Commons. It has been accepted for inclusion in Evidence Inventory by an authorized administrator of Kean Digital Learning Commons. For more information, please contact learningcommons@kean.edu.

Human Resources Forms & Policies

Change of Address/Name

[Address/Name Change](#)

Academic Specialist Employment

- [Academic Specialist Employment Guidelines](#)
- [Academic Specialist & Adjunct Employment Application](#)
- [Academic Specialist Authorization to Hire Form](#)

Student Employment

- [Student Employment Guidelines](#)
- [Student Employment Application](#)
- [Student Assistant Authorization to Hire](#)
- [Student Employment Opportunities](#)

** ALL APPLICANTS MUST FORWARD THEIR APPLICATIONS TO THE PREFERRED DEPARTMENT CHAIRPERSON FOR EMPLOYMENT. **

Adjunct Faculty

- [New Hire Adjunct Packet](#)* *signed originals required
- [Kean University Adjunct Faculty Handbook](#)

Benefits

- [Salary Reduction/Allocation Agreement Form 2019](#)
- [Health and Prescription Drug Application Forms](#)
- [Dental Application Forms](#)
- [Vision Care Form](#)
- [Leave of Absence and ADA](#)
- [Workers' Compensation](#)

Open Public Records Act

State Law requires that in order to request access to government records, you must fully complete, sign and date the request form and deliver it in person or by mail during regular business hours to the Kean University Custodian of Records, Laura Barkley-Haelig, Office of Human Resources, Administration Building, Second Floor, Kean University, 1000 Morris Avenue, Union, N.J. 07083. Please address the envelope to the Custodian of Records.

- [Government Record Request Form](#)
- [Kean University OPRA Procedures](#)

Payroll

For payroll forms and information, please visit:

<http://www.kean.edu/offices/human-resources/payroll>

Performance Evaluation Forms

Visit the performance management webpage at:

<http://www.kean.edu/offices/human-resources/performance-management>

Time and Attendance

- [Pay Period Calendar - 2020](#)
- [Pay Period Calendar - 2019](#)
- [State Holidays - 2020](#)
- [Bi-weekly Form for NL employees](#)

Travel Manual

- [Kean University Travel Manual](#)
- [Travel Authorization Request - Form A](#)
- [Travel Reimbursement - Form B](#)
- [Ethics Compliance - Form C](#)
- [Travel Pre-payment Check Request - Form D](#)

- [Travel Support Application - Form E](#)
- [Grant-Funded Travel - Form F](#)
- [China Travel](#)

Travel Authorization Request and Travel Reimbursement forms may be picked up at the Financial Services Office. Please contact Jessica Bances at 7-3296 for more information.

Student Travel

[Curriculum Related Student Travel Policies And Procedures](#)

Questions on student travel should be directed to the Office of Academic Affairs.